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SEUKEI

Office Memorandum • United States Government

то :	Chief,	Intelligend	ce School		DATE	: 1 October	1957	
FROM :	Chief,	Operations	Support Facult	у		The second record to the	. 2	:5X1
SUBJECT:	Weekly	Report No.	40, 24 Septemb	er - 1 Octo	ber 1957 👱	garan en de la companya de la compa	2	25X1
enro	l. Op∈ llment o	erations Sup of studen	port #28 began ts.	on 30 Septe	ember with	a first weel	k's 2	5X1
	2. Adm	inistrative	Procedures #7	was comple	eted on 27	September.		
Offic	is prese ce of Lo	ently being ogistics, fo	ft of the property of the property of the property of the production on the production on the production on the production of the production of the production of the production of the property of the proper	and It is and	d the Admin	istrative St	t aff , ² ript	25X1 25X
board sent needs	l and di display s of all	lans for a splay panel board in Rostru	other members new combination board. It is oom 136 (classi ctors so that a	n blackboard hoped that coom) and wi	d, magnet b this will: ill meet the	oard, blanke replace the e training a	et pre- aid 25	5X1
may c	e dispo	· ·					2	5X1
The n	ew aids	visual aid:	nferred with some some symbols and now being deve	e Pay and A	Allowances puse on the	blanket boa	1.	5X1
plete remun corpo	d the so eration orated in	for overses n the studer	rms required in as service. Th at kits for Ope	requesting ese forms w rations Sup	fill be repr	ing special roduced and	in-	5X1 5X1
of Pe the P perso of th	7. rsonnel ersonnel nnel are e prelin	and has and Handbook for being set minary work	for field Case	h Assistant t Officers. to dis eted and fi	o the SSA/I Appointment cuss this h rst hand kr	nowledge of	re to luch the	

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Page two - Weekly Report, No. 40	25 X 1
8. visited RI and discussed with and on-the-job training that the RI training office gives their people going overseas in order to coordinate it with the training given by the Operations Support Faculty.	to g 25X1
9. visited the Cable Secretariat to brought up-to-date on any recent changes in cable writing. 10. met with of RI and they reviewed the dispatch sample problems for the Operations Support stude	25X1 ent kit.
discussed with of the Finance Division value of the Budget & Finance Procedures instruction for the use of Fi personnel receiving this instruction to assist them in interpreting the Field accounts as they come to Headquarters. The auditorium will be able for the running of the next Budget & Finance Procedures. The next Budget & Finance Procedures is scheduled 7 - 18 October and will be conducted in the auditorium and Room 136 provided sufficient students are enrolled.	25X1 the nance ne wail- ct 25X1
12. The change in the Clandestine Services Review to two weeks were be extremely helpful in the second week of Operations Support as there several film showings.	vill 25X1 e are 25X1
of EE Division as of this time has not located a crelease to us; however, he referred to of EE to locate a general operations case as well as one case employing the use	to
14. has completed Administrative Procedures and reported back to her duties in this office.	has
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